

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, November 10, 2008

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Randi Vick, Gary Klug, Robert Standish and Peggy Perry. Members absent: None. Consultants and City staff present: Tim Murphy, Mike Gerardy and Robert L. Nelson. Visitors present: Karen Jostad, Nick King, Mark Schiltz, Richard Kleist, Ann Thompson, Robert Burns, Robert Lemke, Doug Ely and Charlie Warner, Reporter.

CONSENT AGENDA: Following brief discussion, a motion to approve the Consent Agenda Items, listed below, was made by Mayor Morey, seconded by Member Standish. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, October 27, 2008, as presented.

B. EMPLOYMENT: To appoint Britney Tornstrom as a First Responder for the Ambulance Service.

C. WORKSHOP: To authorize Tim Evans to attend the MMUA Workshop at Marshall, MN for a registration fee of \$400 plus hotel expense, mileage, meals and other reimbursable expenses for a seminar to be given December 16 – 18, 2008.

D. EXEMPT PERMIT: To approve an Application for Exempt Permit, submitted by St. Mary's Parish to conduct a raffle at St. Mary's Grade School on April 3, 2009 and to waive the waiting period.

VISITORS AND COMMUNICATIONS

A. CLOSED SESSION: At this time a motion was made by Mayor Morey, seconded by Member Vick, to enter a closed session for a conference with the City Attorney in preparation for a discussion with county commissioners and representatives about the Criminal Justice Center for which there is a currently a lawsuit between Houston County and the City of Caledonia. All members voted in favor and the motion was declared carried. At this time all visitors left the council chambers. Following the closed session, visitors were brought back into the council chambers at approximately 6:10 p.m. A short time later, being reminded that the meeting had not been brought back to a public meeting by motion, a motion was made by Mayor Morey, seconded by Member Klug, to end the closed session and resume the regular meeting retroactive to approximately 6:10 p.m. All members voted in favor and the motion was declared carried.

B. CRIMINAL JUSTICE CENTER: City Attorney Murphy commented that the Council Members and County Commissioners could certainly enter preliminary discussion to lay a plan for addressing the need of a Criminal Justice Center to include preparation of plans and submittal to the City under its Zoning Ordinance. He recommended issues concerning the current lawsuit in process should be avoided unless both entities had their attorney's present. Ann Thompson, Houston County Commissioner, responded that she had conferred with the Houston County Attorney who also advised similarly to Mr. Murphy and commented that this public meeting was perhaps not the forum to negotiate the details of a future Criminal Justice Center but to simply agree to meet and negotiate through committee's of the County Commissioners and City Council. There was mutual agreement that each governmental entity would appoint a committee to meet and begin to lay general plans for future discussions and presentation of a Criminal Justice Center plan.

C. ADMINISTRATIVE COORDINATOR TOPICS

1. ZONING APPLICATION – JOSTAD: A Zoning Application was proposed by Karen Jostad, 719 East Grove Street, proposing to remove an existing garage and construct a new 18' x 28' unattached garage on the same location, being approximately 3' from the west (side) property line, requiring a 7' setback variance. Zoning Administrator Mike Gerardy showed the Council an illustration of the proposed project. Ms. Jostad and her contractor, Nick King, explained to the Council the house is 19' from the property line and the location of the garage would be difficult to enter if it were moved farther away from the property line having a short distance of approximately 4' between the house and garage. If the

garage is moved over farther, the car would not have room to maneuver to make the turn to enter their garage because the house would be in the way. During the course of discussion, Nick King left the meeting to measure the distance from the front yard property line to the face of the garage. The next door neighbors' garage is approximately 4' from the property line. Following discussion, a motion was made by Member Perry, seconded by Member Standish, to approve the application and grant the 7' setback variance. Members voting in favor: Morey, Perry and Standish. Opposed: Vick and Klug. The motion was declared carried.

2. ZONING APPLICATION – JANDT / FREDRICKSON FUNERAL HOME: Mr. Gerardy explained to the Council that the funeral home owners were requesting a change in the existing face of their business sign. Following his explanation, confirming that there would be no change in dimension of the sign or the like, a motion was made by Mayor Morey, seconded by Member Klug, to approve the proposed sign change. All members voted in favor and the motion was declared carried.
3. TRUCK MAINTENANCE: Mr. Gerardy advised the Council on necessary maintenance repair of a 1996, 1 Ton Truck estimated to cost over \$1,000. Following discussion, a motion was made by Mayor Morey, seconded by Member Vick, to authorize a maintenance expenditure of up to \$1,200 for the 1996, 1 Ton Truck. All members voted in favor and the motion was declared carried.

#### CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Klug, seconded by Member Perry, to approve the Prepaid Claims list for October 2008, there was a question raised on billings from Ameri Pride on uniform allowance for a city staff person. All members voted in favor and the motion was declared carried.

Ace Communications	Library – Activate 2 phone jacks	63.90
Affordable Technology	Tech Services	-42.50
Ameri Pride	2008 Uniform Allowance – Gerardy	103.97
Bonanza Grain, Inc.	Bissen Street Lift Station & Salt Shed	544.22
Jack Neumann Trucking	Liquor – Freight Expense (Replacement)	0.00
Ken's Small Engine	FD – Maintenance #1410	209.80
Rushford, City of	FD – Training	75.00
Tri-State Ambulance, Inc.	Intercept Fee Run	250.00
Winona Area Ambulance Ser.	Contracted Billing	2,813.50
League of MN Cities	Registration Fee – Bob Burns	20.00
Tri-State Ambulance Inc.	Intercept Fee Run	250.00
E O Johnson Company	Copier Maintenance – Clerk's Office	92.00
Houston County Public Health	Hep B#3 Tim Schroeder	60.00
Metro Sales Inc.	Copier Agreement	59.77
Meyer Brothers	Sidewalk Installation	1,250.00
MN Dept. of Labor & Industry	Elevator Operator License	200.00
Schumacher Elevator Co.	Elevator Maintenance Agreement	646.14
US Postal Service	Postage Stamps	42.00
Alltel	Communication Expense	62.53
Bank of the West	Federal/FICA/Medicare	6,519.34
Business Financial Planning	Cafeteria Plan	544.98
Caledonia Oil Company	Unleaded	1,506.69
City of Caledonia Emp. Assn.	Association Dues	80.00
Commissioner of Revenue	State Withholding	1,139.97
Esch Builders	Black Pipe, Air Line Extension	164.10
Extreme Beverage, LLC	Mix/Soft Drinks	67.00
Griggs, Cooper & Co.	Liquor / Wine	1,331.81
Jack Neumann Trucking	Liquor – freight expense	35.00
Ken's Small Engine	Maintenance on Leaf Vac	176.66
League of MN Cities Ins. Trust	Adjust Values	596.00
Minnesota NCPERS Life Ins.	Payday 10-21-08	80.00
MN Benefit Association	payday 10-21-08	157.27
Northern Beverage Dist.	Beer	2,892.35
Orchard Trust Co, LLC	payday 10-21-08	1,480.00
Pepsi Cola Bottling Co.	Liquor Store – Soft Drinks	76.50
Phillips Wine & Spirits Co.	Liquor / Wine	342.00
Printy Quik	Liquor Store – Bottle Tickets	54.75
Public Emp. Retirement Assn.	Payday 10-21-08	5,074.78

Schott Distributing Co, Inc.	Beer	1,798.50
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	173.70
U.S. Department of Education	Garnishment Order – Evans	162.10
Houston County Highway Dept.	Street – Maintenance Salt	30,000.00
QuarterMaster	PD – Badges (reserve unit)	279.89
Affordable Technology Sol.	Tech Services	42.50
CDR International	2 Used Phones	156.00
Gavin, Patricia	Mileage Reimbursement	125.19
Riverland Community College	Training / Grain Bin Trailer	780.00
Russ's Sandblasting	Street Equipment – Blast 2 Dump Trucks	250.00
Schott Distributing Co, Inc.	Beer	3,507.30
SE MN Historic Bluff Country	Tourism	1,245.45
Spring Grove Soda Pop, Inc.	Beer	80.05
US Postal Service	Stamped Envelopes	717.60
MN Municipal Beverage Assn.	Registration Fee – Server Training	150.00
Schwartz, Dan	2008 Uniform Allowance	125.00
USA Mobility Wireless, Inc.	Communication Expense	57.37
VISA	Annual Fee / Training Manual	71.95
Collins Brothers, Inc.	Liquor Store – Seasonal Bags	57.69
First Supply	Hydrant Parts	646.57
Hy-Viz, Inc.	Hydrant Markers	900.00
Jack Neumann Trucking	Liquor – Freight Expense	47.00
Johnson Brothers Liquor Co.	Liquor / Wine	1,510.79
Phillips Wine & Spirits Co.	Liquor / Wine	89.50
Affordable Technology Sol.	Tech Services	212.50
Gavin, Mike	Animal Control – Rent / Misc.	75.00
Houston County Recorder	Recording Fee – Jeff Ostern	46.00
Houston County Treasurer	Ho. Co. Collection Site	3,330.00
Pearson Education	Instruction Materials EMT Class	582.86
United Parcel Service	Ups Fee	93.69
US Postal Service	Utility Billing October 2008	333.95
Alston & City, Curtis	Meter Deposit Refund	10.00
Merrick & City, Diane	Meter Deposit Refund	125.21
MN Dept. of Revenue	Sales / Use Tax	16,418.00
Northern Beverage Distribution	Beer	2,657.98
Petty Cash	Replenish Petty Cash	90.15
Principal Life	Life Insurance / Ad&d / STD	719.33
Ranzenberger, & City, Brandon	Meter Deposit Refund	214.61
Richard's Sanitation	Recycling – Collections for October	6,090.70
Rommes & City, Elizabeth	Meter Deposit Refund	137.38
Sand & City, Gary	Meter Deposit Refund	210.23
Schott Distributing Co.	Beer	6,377.10
Schroeder & City, Brent	Meter Deposit Refund	129.32
Spring Grove Soda Pop	Beer & Soft Drinks	207.55
US Postal Service	Postage Stamps	42.00
Wold & City, Brandon	Meter Deposit Refund	137.38
Bank of the West	Federal/FICA/Medicare	7,881.85
Business Financial Planning	Cafeteria Plan	544.98
Caledonia Police Association	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	1,293.86
Orchard Trust Co, LLC	payday 11-4-08	1,480.00
Public Emp. Retirement Assn.	Payday 11-4-08 & 11-14-08	5,662.40
U.S. Department of Education	Garnishment Order – Evans	161.43
Ace Link Telecommunications	Communication Expense	1,051.40
Caledonia Oil Company	Diesel	1,514.70
League of Mn Cities	Registration for League Meeting	240.00
Merchants Bank	ACH Fee November 2008	20.64
Tornstrom, Michael	Mileage Reimbursement	70.20
Tri-County Electric Co-op	Electric Energy	75.92
Tri-State Ambulance	Intercept Fee	250.00
		<u>\$ 130,567.00</u>

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Klug, seconded by Member Vick, to approve and authorize payments of the Claims Payable list for October 2008. All members voted in favor and the motion was declared carried.

Ability Building Center	Flag Repair	40.00
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ABM Equipment & Supply	Equipment Maintenance & Repair	2,134.29
Affordable Technology Sol.	Miscellaneous Office Supplies	709.88
Airgas North Central	Oxygen / Acetylene	78.58
Alco Discount Store	Phone Minutes	39.99
Alex Air Apparatus, Inc.	Equipment Tests/Services	785.00
Alltel	Fire Department – Communication Exp.	61.22
Amaril Uniform Company	Safety Uniforms	2,463.47
Artic Glacier Inc.	Ice	127.99
Baker & Taylor Books	Library – Books	684.29
Better Homes & Gardens Books	Library Book	22.27
Bonanza Grain, Inc.	Rock for Sidewalk	38.34
Braun Pump & Controls	Bissen & Bush Street Lift Stations	15,457.49
Burroughs Equipment & Repair	Truck #98 Repairs	984.52
Caledonia Implement Co.	Miscellaneous Items	167.89
Caledonia Lumber Co, Inc.	98 Truck Parts	14.31
Caledonia Oil Company	Van Parts / Repairs	10.33
Caledonia Ready Mix, Inc.	Repairs/Rock/Stone	584.04
Carquest Auto Parts	Hearing Protectors	39.66
Clarey's Safety Equipment	Miscellaneous Items	119.55
Communication Service Inc.	Service on Pagers	202.35
County Materials Corp.	Rings to Raise Manhole	91.56
Crystal Canyon	Drinking Water	63.42
Curt & Candy's Hardware Hank	Miscellaneous Items	184.62
D S Electric Supply Inc.	Inventory / Wall Heater	373.32
Davy Engineering	Winnebago Street/Mercury Plan	3,054.62
Davy Laboratories	Lab Analysis	2,242.67
DEMCO	Library – Miscellaneous	170.19
Dept. of Public Safety	Liquor Store Retailer's Card	20.00
ECM Publishers, Inc.	Advertisements	1,046.90
Ellingson Motors	Car Wash Tickets	200.00
Farmers Coop Elevator	Chemicals	418.78
Fastenal Co.	Street Equipment – Parts	53.29
First Supply	Hydrant Parts	142.43
Franciscan Skemp Healthcare	6 HCP Cards	12.00
Gopher State One-Call, Inc.	47 Location Notifications	65.25
Green Power Equipment	Street Equipment – Grease / Repair Parts	65.97
Hawkins, Inc.	Chlorinator Parts	492.13
Houston County Public Health	Flu Shot	683.00
Jack Neumann Trucking	Liquor – freight expense	116.00
Jim Cordes Publishing	Library Books	23.95
Johnson Brothers Liquor Co.	Liquor / Wine	2,125.59
Jones Library Sales, Inc.	Library – Shelving	482.00
Kemske / Oswald	Clerk's Office – Calendars	36.84
Ken's Small Engine	Equipment Repairs	79.99
Klug, Anthony	2008 Uniform Allowance	125.00
L-3 Com Mobile Vision	PD – Battery	91.90
Line-X of Southwestern WI	Truck Beds	1,000.00
Michael's Truck Equipment	Repair Part	126.74
Midwest Tape	Library DVD(s)	384.39
Minnesota Energy Resources	Natural Gas	2,212.14
Mississippi Welders Supply	Oxygen	44.90
Momentos Gifts & Laser	FD – Gear ID Tags	70.04
Phillips Wine & Spirits Co.	Liquor / Wine	2,025.25
Power Monitors Inc.	PMI Monitor	6,670.52
Racom Corporation	Pager Service / Parts	205.81
Richard's Sanitation	Refuse Disposal – October	140.40
Rippe, Hammell & Murphy	General Matters / Prosecution Matters	3,445.25
Rodale	Library Book	39.94
Sandry Fire Supply, LLC	Boots	498.21
Schilling Supply Company	Liquor – Bags	232.51
Schmitz Refrigeration	Oven Repair	390.84
Schott Distributing Co, Inc.	Beer	1,952.45
Schulze Plumbing & Heating	Repair Leak	380.00
Schwaab, Inc.	Stamp Ink	17.67
SE Libraries Cooperating	Auto Fees	417.42
Severson Oil Company	Oil	434.97
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	65.10

St. Mary Auto Body Shop	Truck 84 Repairs	550.00
Storey Kenworthy	Meter Book Covers	72.40
Streicher's	PD – Badges (new numbering system)	526.99
Teffs Carpet Cleaning	Liquor Store – Clean Carpet	857.75
Tri-County Electric Co-op	Electric Energy	139,824.26
United Auto Supply, Inc.	Miscellaneous Items	98.49
Weichert Motors	Acetylene	52.89
Wiebke Tire Co.	Exhaust Pipe Repair / Mount Tires	68.48
World Point ECC, Inc.	Training Supplies (Ambulance)	226.75
WWT MPCA PFA Loan Fund	Loan payment	3,500.00
		<u>\$ 203,759.44</u>

## OLD BUSINESS

A. **CANVASS ELECTION RESULTS:** Clerk Nelson reviewed the printout from the M100 Machine for the November 4 General Election. The vote tallies were reviewed for the office of Mayor, the 4 year Council Member terms, and the 2 year Council Member term. These tally sheets are filed in the office of the Clerk Administrator. Following review, a motion was made by Member Klug, seconded by Mayor Morey, to approve the canvass of election results. All members voted in favor and the motion was declared carried.

## NEW BUSINESS

A. **RETIREMENT:** The Council reviewed the notice of retirement submitted by Roger Schmitz, City Electrician, for his proposed retirement date of December 31, 2008, that being his last day of work and employment. Following discussion, a motion was made by Member Klug, seconded by Member Vick, to accept his retirement notice and direct that a letter be sent thanking him for his years of service. All members voted in favor and the motion was declared carried. Further, thereafter, discussion took place on advertisement for a replacement to fill the position of City Electrician. Discussion ended with a motion made by Member Klug, seconded by Mayor Morey, to advertise for a replacement, projecting a wage of up to \$26.80 per hour, depending upon qualifications. All members voted in favor and the motion was declared carried.

B. **NEW STATE ASSESSMENT FEE:** The Council reviewed a notice of assessment for swimming pool fees payable to the Minnesota Department of Health. This new fee has a base rate of \$150 with an additional \$180 if it is a public pool with an additional \$100 if there is a kiddy pool as part of the public swimming pool. The total fee for the City of Caledonia is \$430. This fee is being charged retroactively for calendar year 2008, even though the pool has already closed for the season in mid August. The state representative who delivered the notice said as soon as the city pays this fee it will receive another billing for calendar year 2009. Following discussion, a motion was made by Member Vick, seconded by Member Klug, to authorize payment of the new state assessment fee for swimming pools in the amount of \$430. All members voted in favor and the motion was declared carried.

C. **CHRISTMAS PARADE:** The Council reviewed an invitation from Caledonia Founders Days to take part in the Annual Caledonia Winter Wonderland Parade to take place Friday, December 5 at 7:00 p.m. The Council indicated they wished to participate as usual and also would prefer to have a float in the parade.

D. **DAY AFTER THANKSGIVING:** Clerk Nelson asked on behalf of the City Employees' if the Council would approve closing down the City businesses on the day after Thanksgiving, giving those who were to travel over the weekend or receive guests the ability to utilize the entire weekend rather than have it broken up by the Friday duty day. Following brief discussion, a motion was made by Member Standish, seconded by Member Perry, to approve the request to take the Friday after Thanksgiving off, closing down the City businesses and utilizing vacation time for the day. Members voting in favor: Morey, Klug, Standish and Perry. Opposed: Vick. The motion was declared carried.

E. **ANIMAL LICENSES:** The Clerk's Office submits a recommendation to increase animal licenses from \$5.00 to \$7.00 per year. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Standish, to increase animal licenses by an amount of \$2.00 from \$5.00 to \$7.00 per year. All members voted in favor and the motion was declared carried.

F. **MUNICIPAL ACCOUNT APPORTIONMENTS:** Enclosed with the Agenda was a letter from the Houston County Department of Transportation, proposing to transfer funds which are in a County State Aide Highway Account for roadways inside municipal limits to the roadway fund for outside the municipal limits. Clerk Nelson explained that according to information from the County, if these funds are not spent in a two year period or transferred to a different account, then the allocation from the State of Minnesota will be reduced. Nelson reported that a similar

request had been made a couple of years earlier and the Council concurred. Following discussion, a motion was made by Member Klug, seconded by Member Vick, to approve the request to transfer of funds, except that the County should be asked if the funds could be utilized instead for a City project to complete sidewalk improvements such as to replace defective sidewalk or to fill in gaps where there is no sidewalk along Winnebago Street or other County State Aide Highway Streets inside the municipal limits. All members voted in favor and the motion was declared carried.

G. WAGES: The Council Committee of Member Vick and Klug presented their initial recommendations to the Council for wage rates of personal for calendar year 2009, allowing for the fact that they had not concluded on a recommendation for a couple of positions. Following brief discussion, the Council agreed by general consensus to postpone their recommendations until they had all positions considered and ready for a recommendation on each.

H. PART-TIME POLICE OFFICER LIST: Following brief discussion, a motion was made by Member Vick, seconded by Member Klug, to approve placing the names of Noah Hiller, Anthony Haug and Tim Irwin on a list of officers authorized to work part-time for the City of Caledonia, such list of names having been given to the Council by Police Chief Randy Shefelbine. All members voted in favor and the motion was declared carried.

#### CLERK'S REPORT

A. FRANCHISE FEES: Clerk Nelson presented the following franchise fees for the period July 1 – September 30, 2008.

Ace Communication Group:	\$3,964.41
Mediacom Communications:	<u>\$2,238.43</u>
Total	\$6,202.84

B. DISCHARGE MONITORING REPORT: The Discharge Monitoring Report was enclosed with the Agenda, showing a Total Average Monthly Nitrogen Level for October 2008 of 15.6 mg/l.

C. POLICE ACTIVITY REPORT: Distributed at the meeting was the police activity list and police activity summary for October 2008.

D. MEETING NOTICE: Distributed at the meeting was a notice from Root River Soil and Water Conservation District for a meeting to be held at 6:00 p.m., Thursday, November 20.

E. EMPLOYEE TIME RECORD: Distributed at the meeting was the Employee Time Record for pay period October 20 – November 2, 2008.

#### MISCELLANEOUS ITEMS

A. PLANNED RETIREMENT: Member Perry brought up the planned retirement of Clerk Administrator Nelson who intends to retire in October 2009. She suggested that the City make preparation to advertise and interview for a replacement who would have opportunity to spend a few months before Clerk Nelson retires.

B. CRIMINAL JUSTICE CENTER: Richard Kleist, who made his personal recommendations to the council concerning the future Criminal Justice Center as to its necessary size and possible location.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 8:03 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, November 24, 2008, in the Council Room, City Hall.

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Michael J. Morey, Mayor

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Robert L. Nelson  
City Clerk - Administrator